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**COUNTY OF LOS ANGELES  
DEPARTMENT OF CONSUMER AFFAIRS**

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<http://consumer-affairs.co.la.ca.us>

MEMBERS OF THE BOARD

GLORIA MOLINA  
YVONNE BRATHWAITE BURKE  
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DON KNABE  
MICHAEL D. ANTONOVICH

PASTOR HERRERA, JR.  
DIRECTOR

May 2, 2002

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Pastor Herrera, Jr. *Past*  
Director of Consumer Affairs

SUBJECT: **POLICY AND PROCEDURE ON PUBLIC ACCESS TO BOARD  
LETTERS AND REPORTS**

At the April 2, 2002 Board of Supervisors meeting, department heads were directed to adopt a policy for releasing official documents to the public.

Attached is the adopted policy and procedure of the Department of Consumer Affairs for the "Public Access to Board Letters and Reports."

If you have any questions or require additional information, please let me know, or your staff may call Malou Rubio at (213) 974-9756.

PH:MGR

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Attachment

c: Executive Office, Board of Supervisors

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COUNTY OF LOS ANGELES  
BOARD OF SUPERVISORS

**COUNTY OF LOS ANGELES  
DEPARTMENT OF CONSUMER AFFAIRS  
POLICIES, PROCEDURES, AND GUIDELINES**

**PUBLIC ACCESS TO BOARD LETTERS & REPORTS**

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Approved by:

*Rasta Herrera Jr.*

Director of Consumer Affairs

Revision Date(s)

5/02

Effective on the latest revision date

**POLICY**

Board letters and reports are available to the public in electronic format and hard copy, within three business days after submission to the Board of Supervisors. The electronic format may be accessed through the website of the Department of Consumer Affairs at <http://consumer-affairs.co.la.ca.us>. The hard copy, which are located at the receptionist desk, may be reviewed upon request with the department's Executive office.

**PROCEDURE**

1. The division supervisors or their designee, immediately after delivering the appropriate number of copies of letters or reports to the Board of the Supervisors, are to provide a hard copy and electronic file (in pdf format) to the department's Executive Office.
2. The administrative assistant (or the Director's designee) of the department's Executive Office files the hard copy in a binder that is located at the receptionist desk.
3. The administrative assistant (or the Director's designee) of the department's Executive Office forwards the electronic file to ISD (department's webmaster) for immediate posting on the department's website.